

GRANGEVILLE INTERAGENCY DISPATCH CENTER STANDARD OPERATING PROCEDURES

REVIEWED: /s/ Chad Benson 6/30/09
Approved Board Member Chad Benson Clearwater N.F. DATE

**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

Produced annually by:

**Grangeville Interagency Dispatch Center
Grangeville, Idaho 83530**

**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

RECORD OF REVISIONS

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**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

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CHAPTER 10 – OBJECTIVES, POLICY AND SCOPE OF OPERATION

11 MISSION

This guide is intended to be a means for providing management oversight of the operation of the Grangeville Interagency Dispatch Center from the Board of Directors of the Center. The guide will identify specific services the center is expected to provide and the standards which must be met. In addition, this guide will define roles, responsibilities, and operational procedures for the office.

Authority for Grangeville Interagency Dispatch Center is delegated through the Operating Agreement, which is signed by the participating agencies. This operating guide provides specific direction for dispatch operations.

This manual is intended to be a guide for dispatchers and is not intended to be an instructional text on how to dispatch.

In order to avoid duplication and to reduce paperwork, many procedures identified in this guide will refer to other existing manuals or guidebooks whenever possible.

- * IDL and USFS– partners in initial attack and supporting functions.
- * BLM, CPTPA, and NPT – partners in supporting functions.

Nondiscrimination

The Grangeville Interagency Dispatch Center prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

**GRANGEVILLE INTERAGENCY DISPATCH
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11.1 OPERATIONAL GOALS

In order to provide safe, cost-effective mobilization of emergency resources, to promote efficient operations through interagency cooperation and standardized procedures, and to be equally responsive to all agencies served, the dispatch center will:

- Provide for protection of human life as the first priority in wildland fire management. Once firefighters are committed to an incident, they are the number one priority. Property and resource values are the second priority, with management decisions based on values to be protected.
- Identify incident priorities according to national priority criteria regardless of agency.
- Recognize agency-specific requirements on suppression and pre-suppression orders, special equipment requests, and skill requests.
- Recognize sensitive, political, or special issues and follow through to minimize their impact on current conditions.
- Provide timely communications on information and decisions that affect the interagency community.
- Give all agencies equal consideration to fill resource requests.

Grangeville Interagency Dispatch Center is intended to be a true interagency dispatch center; it is not a co-location of independent dispatch operations for each agency. In order to attain this goal, most of the tasks performed and procedures used should be as common to the agencies as possible, leaving agency-specific functions at the agencies where feasible.

Grangeville Interagency Dispatch Center should be innovative in exploring new dispatch practices, as well as learning techniques from other centers. Procedures that have worked well in the past for the individual agencies and dispatch offices may not necessarily be the best way to do things in this larger-scale, centralized, interagency operation.

**GRANGEVILLE INTERAGENCY DISPATCH
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11.2 DEFINITIONS OF TERMS

| | |
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| BLM | Bureau of Land Management, Department of Interior |
| Block Card | Dispatch guidelines, geographical or administrative, that are prepared pre-season by district fire managers. |
| BOD Board of Directors | Provides management oversight, budget approval for Grangeville Interagency Dispatch Center. |
| CMS | Craig Mtn Supervisory Area (IDL) |
| COD (Coordinator on duty) | An individual designated to be the dispatch contact person during a given period of time. |
| COR | Contracting Officer Representative |
| CTS | Clearwater Potlatch Timber Protective Association |
| CWD | Cottonwood Field Office (BLM) |
| CWF | Clearwater National Forest (USFS) |
| CWS | Clearwater Supervisory Area (IDL) |
| East Zone | Forest Service: Moose Creek and Red River Ranger Districts |
| Expanded Dispatch | To expand a dispatching organization as work load increases by adding positions and personnel in order to efficiently handle the incident and agency needs. |
| Extended Attack | Suppression activity on a wildland fire that has not been contained or controlled by initial attack or contingency forces and for which more firefighting resources are arriving, en route, or being ordered by the initial attack incident commander. |
| Fire Manager | A person permanently assigned by the line officer to be responsible for decision making aspects of fire management activities for their organization at the district and/or Forest/land office level. |
| FPD | Forest Protective District |
| GRANGEVILLE INTERAGENCY DISPATCH CENTER | An interagency dispatch center set up to handle fire and other emergency dispatching for the Clearwater and Nez Perce National Forests, Idaho State Department of Lands, Bureau of Land Management, Clearwater Potlatch Timber Prot. Assoc., and Nez |

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| | Perce Tribe. |
| IC | The individual (incident commander) responsible for the management of all incidents operations. |
| IDL | Idaho Department of Lands |
| Initial Attack Dispatching | Dispatching actions taken to ensure appropriate initial fire suppression response to a wildfire. |
| Initial Attack Resources | Agency resources that are trained and equipped as initial responders to wildland fire incidents. |
| Intelligence Dispatcher | The individual responsible for gathering and distributing information on weather and fire activity at the local level as well as geographical level. |
| IOG Interagency Operations Group | A combined group of Fire Managers or their Actings from the area served by the dispatch center. |
| Jurisdictional Agency | The agency which has overall land and resource management and/or protection responsibility as provided by Federal or State law. |
| MAC Multi-Agency Coordination | A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics. |
| MCS | Maggie Creek Supervisory Area (IDL) |
| Mobilization Guide/Zone Fire Mgmt Plan | Agency specific guidelines for wildfire preparedness. |
| North Zone | Forest Service: Palouse, North Fork, Lochsa, and Powell Ranger Districts IDL: Maggie Creek Area Office |
| NPF | Nez Perce National Forest (USFS) |
| NPT | Nez Perce Tribe |
| Operations Fire | A human-caused fire, originating from a forest management activity. |
| Protecting Agency | The agency responsible for providing direct wildland fire protection to a given area. |

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| Supporting Agency | The agency providing suppression or other support and resources to the Protecting Agency. |
| Unit Duty Officer | An individual designated by the fire manager to be the unit contact person during a given period. |
| West Zone | Forest Service: Salmon River and Clearwater Ranger Districts IDL: Craig Mtn Area Office |
| Zone Duty Officer | During normal operations, each agency will fill this role (IDL statewide duty officer and Fire Staff or Deputy on the Clear Nez Fire Zone). During periods of significant activity, a single designated duty officer may be established. |

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11.3 FORMAT

The Grangeville Interagency Dispatch Center SOPs are a compilation of procedures and information covering all aspects of the dispatching function. It is anticipated that additional subject matter will be written and incorporated into the plan a section at a time, according to priorities established by the IOG and the Center Manager. Procedures will be evaluated and modified as needed when deficiencies are identified or when improvements can be made.

11.3.1 ADDITIONS AND MODIFICATIONS TO OPERATING PLAN

Personnel from the Grangeville Interagency Dispatch Center or the IOG can initiate additions to the Operating Plan. Proposals for additions will be sent initially to the Center Manager for review and comments, and then routed to each IOG member for review. The Center Manager will then make any needed corrections to the proposal based on comments received.

Grangeville Interagency Dispatch Center is an operation involving multiple agencies, each committed to the goal of providing fire management, and each having its own unique set of policies. This provides a certain level of complexity, which must be accommodated through rapid problem solving and open lines of communication. All personnel involved with the Grangeville Interagency Dispatch Center, from firefighters to agency administrators, have responsibility to identify procedures that do not work well and to suggest changes in a positive manner.

Changes to the procedures should follow the same process used in adopting new ones, thus making sure that all those affected are given an opportunity to comment and that proposed changes are approved by each IOG member. The Center Manager should keep a historical file of the Operating Plan in order to have a record of why certain procedures were changed and to prevent future problems.

12 AGENCY POLICIES

12.1 FIRE SUPPRESSION POLICY

Refer to the Forest Service Manual 5110 – 5140 and the Idaho Department of Lands Fire Plan for more formal policy information.

Suppression of Wildfires

Responsible officials shall conduct fire suppression in a timely, effective, and efficient manner, giving the first priority to firefighter and public safety. Fire behavior, the availability of suppression resources, the values of natural resources and property at risk, and the potential cost of suppression will be considered. Each reported wildfire will be responded to as directed in the Fire Management Plan. All employees are expected to promptly report wildfires to the nearest unit. Employees who discover wildland fires are expected to take initial action consistent with their wildland fire qualifications. Employees without wildland fire qualifications are not expected to take initial action.

Fire Suppression Safety

All activities shall reflect a commitment to firefighter and public safety as the first priority. The Fire Orders, Lookouts-Communication-Escape Routes and Safety Zones (LCES), and Watch Out Situations contain important basic guidance for safe fire management activities. During fire assignments, all employees shall be alert for Watch Out Situations. Wildfire suppression actions must comply with the Fire Orders and incorporate appropriate mitigation measures based on the Watch Out Situations and LCES.

Actions of agency personnel on incidents involving hazardous materials will be limited to those emergency measures necessary for the immediate protection of themselves and the public. If the material is a health and safety hazard requiring special measures for control and abatement, the appropriate public safety agencies (sheriff's office) should be promptly notified.

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Refer to the “**Incident Response Pocket Guide.**”

Structure Fires

Structure fire protection activities are limited to **suppression** of wildfires that are threatening improvements. Exterior structure **protection** measures are limited to actions such as foam or water application to exterior surfaces of buildings and surrounding fuels, fuel removal, and burning out around buildings.

Structure Fire Protection from Advancing Wildfires

The agencies' primary responsibility is to suppress wildfire before it reaches structures. The agencies may assist local fire departments in exterior structure fire **protection** when requested under terms of an approved cooperative agreement.

Structure Fire Suppression

Structure fire **suppression**, which includes exterior and interior actions on burning structures, is the responsibility of local fire departments. Agency officials **shall avoid** giving the appearance that the Agency is prepared to serve as a structure fire **suppression** organization. Agency employees shall limit fire **suppression** actions to exterior structure **protection** measures as described in FSM section 5137 or IDL OM 872.

Structure Fire Protection and Suppression for Forest Service Facilities

At those agency administrative sites outside the jurisdiction of state and local fire departments, fire protection measures are limited to prevention, use of fire extinguishers on incipient stage fires (FSH 6709.11, sec. 6-4c), safe evacuation of personnel, containment by exterior attack, and protection of exposed improvements. At agency administrative sites located within the jurisdiction of state and local structural fire departments, structure fire suppression responsibility must be coordinated with state and local fire departments.

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Vehicle and Dump Fires

Do not undertake direct attack on vehicle or dump fires unless such action is absolutely necessary to protect life or prevent the spread of fire to the wildland.

12.2 WILDLAND FIRE WITH RESOURCE BENEFIT OBJECTIVE

Wildland fire with resource benefit objective refers to the management of naturally ignited wildland fires. Some of these natural ignitions will be managed to protect, maintain and enhance resources, and when possible, will be allowed to function in their natural ecological role to achieve resource benefits under a set of predetermined conditions compatible with specific objectives disclosed in an approved Fire Management Plan and area specific Guidebooks.

Currently, the Nez Perce and Clearwater National Forests are allowed to manage naturally ignited wildland fires with resource benefit objective in the Selway-Bitterroot, Frank Church River of No Return and Gospel Hump Wilderness areas and some adjacent lands outside of wilderness, and within the Clearwater Fire Management Unit.

Lands managed by Idaho Department of Lands and Bureau of Land Management do not have the option to utilize wildland fire with resource benefit objective. All ignitions on IDL & BLM lands will default to a suppression orientated response.

13 GRANGEVILLE INTERAGENCY DISPATCH CENTER RADIO POLICY

13.1 RADIO PRIORITY

During periods of multiple radio calls and/or fire overload situations, incoming radio traffic shall be prioritized in the following order:

1. Life threatening, death, injury or major accident
2. Flight following and law enforcement check-ins
3. New starts or existing incidents escaping control/containment
4. Support of on-going fires
5. Other administration.

14 SEASON AND HOURS OF OPERATION

14.1 OFFICE STAFFING

Starting approximately July 1st each year, hours of operations will be 0700 to 1800 hours, seven days per week. As activity occurs, Grangeville Interagency Dispatch Center will staff as long as necessary, or upon request for activities such as prescribed burning with an agency-specific pay code.

During Preparedness Levels 4-5, or at the Center Manager's request, any qualified dispatchers may be asked to pull away from initial attack dispatching to serve as a supervisor in one or more functional areas. During early stages of mobilization, it may become necessary for the Center Manager to reassign dispatchers among sections until replacements arrive. Additional help will be requested to fill out an appropriate organization necessary to meet operational demands.

A dispatch duty officer will be available as needed through the **24-hour phone number (208) 983-6800**.

**GRANGEVILLE INTERAGENCY DISPATCH
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CHAPTER 20 – ADMINISTRATIVE PROCEDURES

21 INITIAL ATTACK

During a multiple fire situation, such as occurs with a widespread lightning storm, initial attack response may vary depending on availability of resources. Dispatchers will maintain close coordination with unit duty officers. Dispatchers will use the Initial Attack block card guidance and will attempt to meet suggested preplanned response levels using any method available, including other agency and shared resources if unable to reach a duty officer for direction. The initial attack dispatcher and unit duty officer will communicate changes in fire status and new incidents with each other. IA dispatcher will work with the duty officer to determine type and number of resources to be dispatched.

To facilitate frequency management, all radio transmissions will be kept short and to the point. Dispatchers may assign alternate frequencies to fires in order to ease radio traffic congestion. Dispatchers will notify the IA Supervisor when an incident goes to extended attack.

**Refer to Appendix A of the GRANGEVILLE INTERAGENCY
DISPATCH CENTER SOP, “Initial Attack Dispatch Guides.”**

21.1 SPECIFIC DUTIES

Morning

- Review any new fire documentation, plan of daily activity, availability and location of personnel and equipment.
- Read weather at 1000 hrs.
- Identify the BI and ERC from the previous day for each zone.
- Post current burn permit lists from districts. These will be sent to Grangeville Dispatch as they are issued.

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Routine

- Maintain a complete radio/telephone log, which is detailed enough for tracking dates, times, and accounts of all incidents. The duty officer/district must maintain a log until Grangeville Interagency Dispatch Center is contacted.
- Fire narratives need to be kept in the log portion of the Incident Action Record (IAR) and can be added to WildCad. If WildCad is used initially, the incident will be printed off and can be used in place of the IAR.
- Print lightning map and post on clipboard (even if no activity).
- Print Fire Weather and National IMSR (situation report) and post on clipboards.
- Duty officers will coordinate any changes in availability and priority of personnel with Grangeville Dispatch. Grangeville Dispatch or the local unit may update their ROSS availability.
- Update Grangeville Interagency Dispatch Center Daily Status report and post to the Grangeville Interagency Website.
- Edit WIMS prior to 1500 hours, print, post electronically, and file.
- Update fire boards.
- Check for and process 209 reports.
- Check for and process new fire reports (5100-29).
- Weather updates as requested and/or needed (red flag watches, warnings, etc.)
- Update personnel/phone lists. The District/Area will be responsible for submitting changes to GVC.
- Initiate check-ins twice daily with all staffed lookouts.

End of Shift

- Ensure the Grangeville Interagency Dispatch Center duty officer is informed as to who the district duty officers are.
- Revise availability list as needed.
- If closing the office:
 - ✓ Transfer the phones to the answering service and confirm the current call list.

**GRANGEVILLE INTERAGENCY DISPATCH
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21.2 INITIAL ATTACK PROCEDURES

**GRANGEVILLE INTERAGENCY DISPATCH CENTER Phone
Numbers: (208) 983-6800**

**Report of Incident to GRANGEVILLE INTERAGENCY
DISPATCH CENTER**

- Initiate Incident Action Record (IAR) and WildCad. WildCad will be used to generate the PIR # for IDL fires.
- Check for burn permits in the area (IDL, Forest Service, and Rural Fire Protection District). Call burn permit holder to check if they are burning. Notify Duty Officer.
- If fire report is from a 911 Center, get the reporting party's name and phone number then call them back to get better, more accurate, complete information and directions if necessary.
- Plot fire on map and verify location/jurisdiction/ownership.
- Notify duty officer.
- Dispatch resources as directed by the duty officer or block cards.
- Document names of all responding personnel including names of all engine crewmembers, helitack personnel, etc.
- Establish incident name as soon as possible after confirming the incident exists. Dispatch will coordinate incident name with duty officer or IC if possible.
- Enter incident into WFDSS when it has been confirmed as a wildland fire on USFS ground or under USFS protection.
- Keep duty officer advised of current information until the IC arrives on scene.
- Start notification process as directed by the duty officer.
- Notify jurisdictional agencies involved.
- The duty officer will establish who the IC will be, and dispatch will communicate this information to all parties involved.

**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

- When the initial attack IC arrives at the fire, she/he will size up the fire and inform Grangeville Interagency Dispatch Center of:
 - Cause (human/lightning)
 - Estimated legal/lat-long
 - Estimated size
 - Rate of spread (slow, moderate, rapid)
 - Wind speed and direction
 - Aspect
 - Position on slope (lower, middle, upper)
 - Slope percent (gentle, moderate, steep)
 - Fuels (light, moderate, heavy)
 - Structures involved/threatened
 - Additional resources needed if any
 - Estimated control/departure time
 - Complexity analysis (for FS fires).
 - Resources on-scene
- Other information to consider:
 - Available for other IA if needed (yes, no)
 - Establish tactical and logistical radio frequencies with Grangeville Interagency Dispatch Center.
 - Confirm IC will maintain regular check-ins.
- As the suppression action proceeds, it is the initial attack IC's responsibility to provide Grangeville Interagency Dispatch Center timely information regarding resource arrival times, resource needs, any substantial change in fire behavior or suppression needs, fire containment and control times, date and time the fire is declared out.
- As resources become available for release, the IC will advise Grangeville Interagency Dispatch Center of all plans for demobilization of resources.
- Grangeville Interagency Dispatch Center will utilize WildCAD to generate all fire numbers for all confirmed fires within the operations area (i.e. S.O. numbers and District Fire Numbers). The WildCad incident number generated will be used as the Incident Project Order Number.
- Grangeville Interagency Dispatch Center will assign a unique Fire Code (charge code) to all of the following:
 - All confirmed fires on BLM land
 - When fires are human caused and cost collection is anticipated
 - When FS resources are used on state incidents
 - When fires exceed size class D

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- While working local area initial attack fires, Idaho Department of Lands dispatchers will charge their base time and overtime to the IDL fire code for that IDL fire. If they are working on a FS fire, they will charge their base time and overtime to a pre-determined IDL fire pre-assigned cost accounting code (PCA) for federal incidents.
- A Forest Service fire support code will be used for salary and other project support charges by dispatch centers, local caches, and unit employees providing general fire support that have traditionally been charged to an ABCD Misc code. Support codes will be used when direct support to a specific P-code cannot be identified. These support codes will be pre-established by the ASC.
- A pre-identified Forest Service fire code will be used by Forest Service dispatchers working on state of Idaho and state of Montana incidents. This code will be used for base time as well as overtime as is not reimbursable.
- Incidents will communicate logistical needs to Grangeville Dispatch. Grangeville Dispatch will coordinate with duty officer(s) to facilitate logistical support for incidents.

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21.2.1 INCIDENT ACTION RECORD

21.2.1 INCIDENT ACTION RECORD

Revised 12/10/07

PIR# 2009 _____ (State Use Only)

| | | |
|-----------|------------|-----|
| DISTRICT: | FIRE NAME: | IC: |
|-----------|------------|-----|

PRELIMINARY INCIDENT REPORT

| | | | | |
|----------------------|-------|------------------|----------------------|------------|
| DATE: / / | HOUR: | DISPATCHER NAME: | DISTRICT # & FIRE #: | FIRE CODE: |
| INVESTIGATOR NEEDED? | Y / N | INCIDENT ORDER # | | |

SMOKE / FIRE REPORT

| | |
|--|---|
| REPORTING PARTY: | SPREAD (Circle one): SLOW MODERATE RAPID |
| CALL BACK# | SMOKE COLOR: VOLUME: |
| FIRE LOCATION (By landmarks) / FIRE SEEN FROM: | BASE OF SMOKE SEEN: Y N |
| | WINDSPEED/DIRECTION: |
| | EXPOSURE/ASPECT: |
| LAT/LONG/GPS: | POSITION ON SLOPE: LOWER MIDDLE UPPER RIDGE |
| LEGAL (estimated): | SLOPE: GENTLE MODERATE STEEP |
| AZIMUTH: | FUELS: LIGHT MODERATE HEAVY |
| CAUSE: HUMAN LIGHTNING | FUEL TYPE: |
| ESTIMATED SIZE: | STRUCTURES THREATENED?: Y/N |
| Date Time Name of Duty Officer Notified | |
| | |
| Duty Officer Direction: | |
| | |

FIRE SIZE UP

| | | |
|--|---------------------------------|---|
| DATE: | TIME: | IC: |
| TOWNSHIP: | RANGE: | SECTION: ¼ ¼ SECTION: |
| LAT: | LONG: | SIZE(ACRES): ELEVATION: |
| ASPECT: | SPREAD RATE: fast moderate slow | POSITION ON SLOPE: lower 1/3 mid 1/3 upper 1/3 ridgetop |
| SLOPE %: | FUEL TYPE: | FUEL LOADING: light moderate heavy |
| WIND DIRECTION: | WIND SPEED: | SMOKE COLOR: blue white gray brown black |
| | | SMOKE VOLUME: light moderate heavy |
| BEHAVIOR: smoldering creeping running running/spotting torching crowning torching/spotting | | |
| FLAME LENGTH: 0-2 2-4 4-6 6-8 8-10 10-12 | | CAUSE: lightning human other: _____ |
| HAZARDS: | | SPREAD POTENTIAL: none low moderate high extreme |
| STRUCTURES THREATENED? Yes No | | CHECK MARKS ON COMPLEXITY ANALYSIS? Yes No |
| Additional Documentation: | | |
| | | |
| | | |
| | | |
| | | |

Revised 12/10/07

DATE: _____ ARRIVAL TIME: _____ SIZE: _____ FREQ: _____ PIR #: _____
DATE: _____ CONTROL TIME: _____ SIZE: _____ FIRECODE: _____
DATE: _____ FIRE OUT: _____ SIZE: _____ FIRE#: _____

[illegible]**June 2009**

22 BOUNDARY FIRES

Refer to the current **Annual Operating Plan**.

22.1 LARGE FIRES, EXPANDED DISPATCH

Refer to the **GRANGEVILLE INTERAGENCY DISPATCH CENTER
Interagency Mob Guide**, Chapters 20 and 30.

23 CHAIN OF COMMAND - EXTENDED ATTACK

The line officer or their representative will determine the proper management organization required. If incident objectives will not be met within the first burning period, an extended attack organization needs to be considered (i.e., Type III or functional assistance). Grangeville Interagency Dispatch Center and the district duty officer will discuss strategy; if it appears incident objectives will not be met.

23.1 Transition from Local District to Incident Management Teams

During the time that the initial attack incident commander is beginning the transfer of command from the local district to an Incident Management Team, GVC will continue to fill all orders. Once the transfer of command has officially occurred, the local district incident commander will notify GVC of the transition to the Incident Management Team. At that time, all future orders will be placed through the Incident Management Team to expanded dispatch.

23.2 Sharing IA Resources Between Units

The sending unit duty officer will contact the IA dispatcher at GVC with information when IA resources are sent to another unit. Information given to the IA dispatcher should include: resource name, ETD, where the resource is going, and ETA.

The IA dispatcher will track the resource by filling out a resource order and updating white board information.

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23.3 Tracking Non-local IA Resources When Pre-positioned On-Zone (i.e. Region 3 Resources)

Resources will be shared between units as any other IA resource. The sending unit duty officer will contact the IA dispatcher at GVC with information when resources are sent to another unit. The IA dispatcher will track the resource by filling out a resource order and updating white board information.

In addition, The Logistics and IA supervisors may keep track of local and non-local pre-positioned IA resources (typically equipment and crews) on white boards.

23.4 Unit Daily Status Report

Units will complete and submit a daily resource status report to GVC daily by 0900 hrs. Forest Service and BLM districts should submit this information on the Resource Status page. IDL districts should submit the information directly to their IA dispatcher for input onto the Resource Status Page. This report should include resource name, staffing (names), and work location for the day (if known at time of report).

24 TRAINING AND QUALIFICATIONS

Districts/units will track firefighter qualifications using the 5109.17, 310-1, and other training manuals. Districts/units will determine what training firefighters need, locate the training opportunities, and nominate firefighters for classes. Forest Service Districts/Units are responsible for preparing and submitting fire training nominations to Grangeville Dispatch using the appropriate nomination process. (IQCS or paper) IDL Areas will use the procedures outlined by the Coeur d'Alene IDL Bureau of Fire Management office to maintain training documentation and nominate individuals for training based on 310-1 requirements and the IQS system. BLM units will use the procedures outlined by their supervisory office to maintain training documentation and nominate individuals for training based on 310-1 requirements and IQCS. (Additional information can be found in the appropriate agency plans.)

25 DETECTION AND REPORTING

25.1 LOOKOUTS

All lookouts in the operational area will report fires to Grangeville Interagency Dispatch Center, as well as keeping the Dispatch Center informed of any lightning or unusual weather within the operations area.

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25.1.1 Emergency and Threatening Lookout Situation Protocol.

Lookouts will call Grangeville Dispatch for assistance with emergencies and when in threatening situations.

For emergencies, a simple call into dispatch stating the assistance needed will suffice.

If the situation is threatening and the lookout feels that they would like immediate help, without the threat knowing, they will initiate a call in as follows:

“Grangeville Dispatch this is __*Pilot Knob*__, I am confirming that my re-supply has been filled.” If the lookout does not feel comfortable with this they should find a way to key/lock their mike.

At this point personnel will be dispatched, including Law Enforcement, to a drive-up lookout. If the situation resolves itself prior to their arrival the lookout can notify us.

In the case of a remote lookout GVC will respond in the appropriate manner.

For less threatening or situations that lookouts are “ill at ease” the following protocol will be used.

“Grangeville Dispatch this is __*Pilot Knob*__ with my routine ____*1115*__ check-in.”

Since Lookouts do not initiate a check –in, GVC will be alerted to an abnormal situation.

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GVC will follow up with 15 min. check-ins until the lookout lets us know the situation has resolved itself.

If at any time this situation becomes threatening the lookout will follow the check in requesting status of re-supply.

25.1.2 Lookout check-in policy

Lookout check-ins will be done twice daily. Check-ins will be initiated by Grangeville Interagency Dispatch Center after the morning weather forecast is transmitted and again at approximately 1500 hrs each afternoon. A round robin of the lookouts will include:

Nez East/ 1- Iron Mtn.

Coolwater, Indian Hill, Shissler, Gardiner, Sheep Hill,
Oregon Butte

Nez West/ High Camp

Pilot Knob, Corral Hill, Chair Point, Slate Point

CLW N-1

Black Mtn.

CLW S-1

Hemlock, Walde

CLW E-1

Bear Mtn, Rocky Point

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The format will be as follows: Morning check-in; your status for the day, Precip amount, any field check-ins or information to be passed on, etc. Afternoon; your status for the next day – off, at lookout, weather obs as needed, etc.

25.1.3 Lookout Weather Obs.

Weather observations should be taken by lookouts. Observations will be maintained in a log book at the lookout. Lookouts directed by their district fire management staff, will relay these obs at the 1500 check-in.

25.2 AERIAL OBSERVATION

The Duty Officer will request detection flights through Grangeville Interagency Dispatch Center, identifying the time needed over the unit. All detection of fires will be reported to Grangeville Interagency Dispatch Center.

25.3 FIELD-GOING PERSONNEL

All field-going personnel will report fires to Grangeville Interagency Dispatch Center. If unable to make direct radio contact, they will relay through a lookout or unit office to Grangeville Interagency Dispatch Center.

26 FIRE INVESTIGATION

If the initial attack IC suspects a fire is person-caused, he/she will notify Grangeville Interagency Dispatch Center. The IC or duty officer initiates the order for a fire investigator, with the resource order placed through Grangeville Interagency Dispatch Center. The agency with protection responsibility will provide a qualified investigator.

27 OTHER INCIDENTS

27.1 LAW ENFORCEMENT

Check-In Procedures

Law enforcement officers (LEOs) will have direct radio contact with a County Sheriff's Dispatch Center. They will do their location and status checks with them and only contact Grangeville Interagency

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Dispatch Center when they cannot contact the Sheriff's office. If Grangeville Interagency Dispatch Center needs to contact an LEO and they are not in their office, first try through the County Sheriff's Dispatch Center. Next, try using FS radio frequencies or calling their home/cell phones. (Note: the Investigative Assistant or Special Agent assigned to Grangeville may also be of assistance.) "Plain text" will be used.

!! LOG EVERYTHING !!

Public Contact

Sometimes events dictate an LEO may need to check in with you and tell you that they are stopping a vehicle or an individual. They will likely give you the license number (e.g., "Idaho King 1...2...3...4...5" or "Idaho 7 Boy 1...2...3...4...5") and make/model/ color of the vehicle the officer is stopping. The officer will also give their location (e.g., "Bunco Road at the 9 mile" or "Junction of Forest roads 332 and 278"). The officer may also have Grangeville Interagency Dispatch Center run a vehicle registration, driver's status and wants/warrants check on the individual they have contacted through the local County Sheriff Dispatch Center. Be sure the officer is clear for traffic (individual is not within hearing distance of the officers radio) if there is a warrant for that person's arrest, or some other sensitive information that would be

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critical to officer safety. **One way to let the officer know that you have a warrant or sensitive information for them would be to ask the officer if he/she is “clear for traffic.”** This would alert the officer and they could respond either “Standby” or “Busy,” or receive the call at that time if they are clear for traffic.

!! LOG EVERYTHING !!

Timer Use

In the event an officer makes contact to tell you he/she is stopping a vehicle, set a timer for FIVE minutes. After five minutes, attempt contact with the officer.

If officer does not respond, continue attempting to contact at one-minute intervals for five more minutes.

If officer does not respond after the third five-minute interval, contact appropriate County Sheriff Dispatch Center and have them attempt contact. Sheriff's Office can then proceed with appropriate backup according to their policy.

If the County Sheriff Dispatch Center cannot monitor the Forest Service frequency, be sure to keep them informed.

Contact the Patrol Captain (PC) or their Acting and follow their instructions.

If the PC or their Acting is not available, refer to County Sheriff Dispatch Center for advisement.

27.1.1 OFFICER CONTACT NUMBERS

| CALL SIGN | AREA | OFFICER | WORK NUMBER | CELL PHONE |
|------------------|--------------------------------|--|------------------------------|-------------------|
| FS 28 | Supervisor's Office Orofino | JOHN PRESTON PATROL CAPTAIN | 208-476-8301 208-476-4541 | 208-660-8674 |
| FS 29 | Clearwater RD Grangeville | LORI DEFORD INVESTIGATIVE. ASSISTANT. | 208-983-4059 | 208-816-2876 |

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| | | | | |
|-------|---|--|--|--------------|
| FS 31 | Clearwater RD Elk City RD Salmon River RD | JILL FORTH LEO | 208-983-4054 208-983-1950 | 208-660-8158 |
| FS 38 | Slate Creek RD | JENNIFER BOGUSLAWSKI LEO | 208-839-2130 | |
| FS 25 | Palouse RD | STEPHEN BRYANT LEO | 208-875-1707 208-875-1131 | 208-691-5958 |
| FS 34 | North Fork RD | ROBERT PETERS LEO | 208-476-8230 208-476-4541 | 208-660-9606 |
| FS 35 | Moose Crk RD Lochsa RD Powell RD | JENNY ARMETTA LEO | 208-942-0319 208-942-3113 208-926-6421 | 208-660-9812 |
| | Elk City RD | BROOKS BEEGLE Reserve | 208-842-2139 | |
| FS 11 | Supervisors Office Grangeville | PAT FINNEGAN SPECIAL AGENT | 208-983-4058 | 208-819-2671 |
| | BLM - CWD | RICH PAINE Ranger | 208-962-3682 | 208-215-5404 |

27.4 FOREST SERVICE DIRECTION

In the event of a non-fire emergency, refer to the “*Northern Region Emergency and Disaster Plan*” or “*State Disaster Plan*” for direction and procedures.

27.5 EMERGENCY INCIDENTS (NON-FIRE)

The appropriate county sheriff's office is the coordinating office for all non-fire incidents and search-and-rescue missions **involving the public** within the dispatch area. Grangeville Interagency Dispatch Center will coordinate all activity with the sheriff's office and will operate in accordance with the Northern Region Emergency Plan for incidents occurring on National Forest lands.

For circumstances involving searches for Forest Service aircraft/personnel on National Forest lands, the only requirement is **a courtesy call** to notify the appropriate sheriff's office that Grangeville Interagency Dispatch Center is coordinating a search and rescue.

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The Northern Region Emergency Plan is for natural disasters, search and rescue, and national emergencies occurring on National Forest lands, regardless of fire protection jurisdiction.

Upon request, Grangeville Interagency Dispatch Center will initiate appropriate action for incidents involving agency personnel occurring on agency lands, in accordance with county sheriff, Northern Region and Clear Nez Zone/IDL emergency plans and policies.

After initial appropriate emergency response actions are taken, Grangeville Interagency Dispatch Center will notify the appropriate authorities.

Emergency Notification

Incidents within CWF or NPF jurisdiction should be reported to Grangeville Interagency Dispatch Center Manager, Zone Safety Officer, Forest Supervisor, and Patrol Captain (or their Acting). For more detailed information refer to the Northern Region Emergency and Disaster Plan.

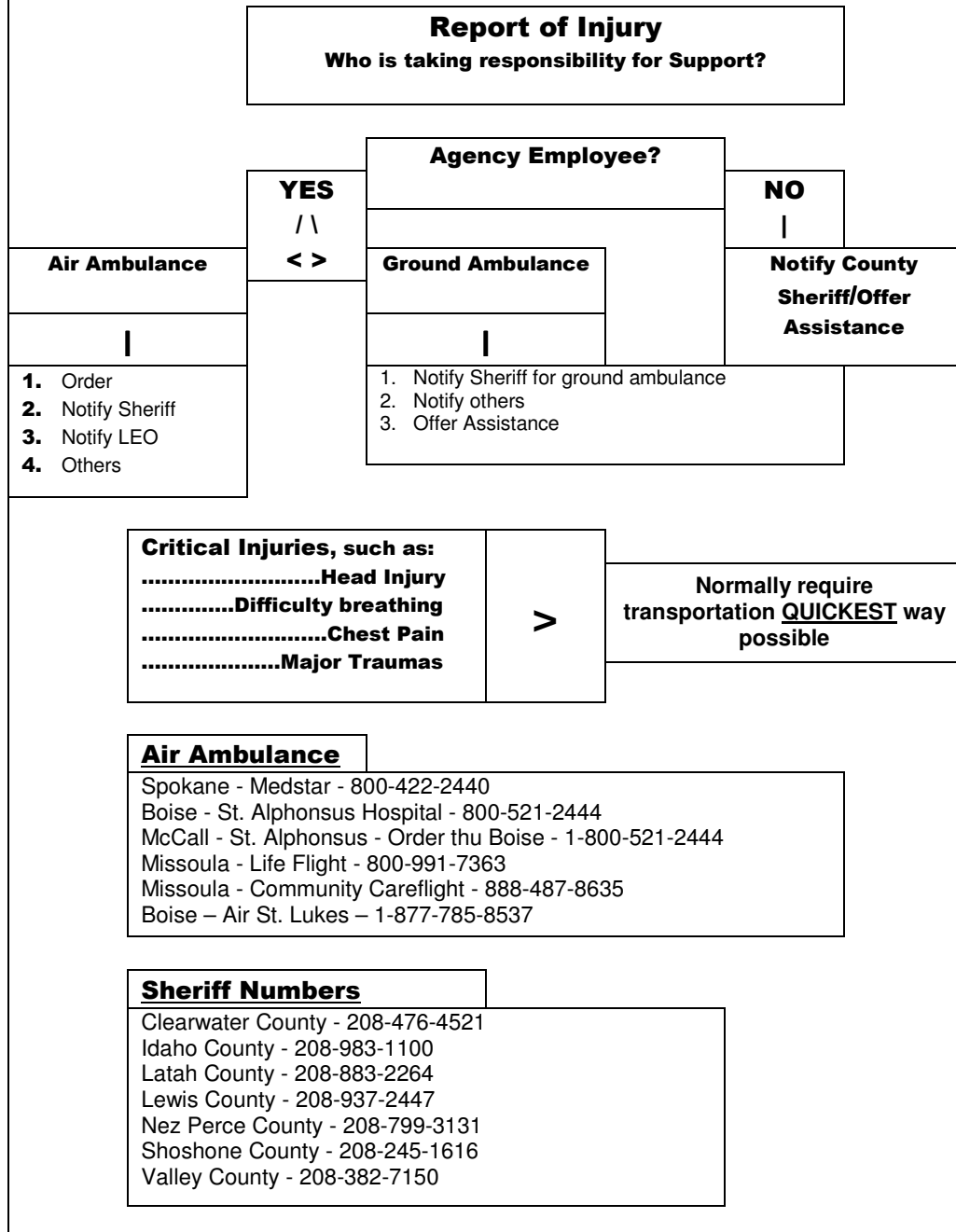
Incidents on Idaho Department of Lands jurisdiction should be reported to the appropriate Area Supervisor. They, in turn, will notify Chief, Bureau of Fire Management Brian Shiplett, or Operations Chief South Kurt Houston (or their Acting). Refer to the IDL Serious Accident Response Guide.

27.5.1 EMERGENCY TELEPHONE NUMBERS

Refer to **GRANGEVILLE INTERAGENCY DISPATCH
CENTER Interagency Mob Guide**, chapter 50,
IDL/CWF/NPF Fire Telephone Directory.

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**27.6 GRANGEVILLE INTERAGENCY DISPATCH EMERGENCY
FLOW CHART**



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27.7 Administrative Tracking Standard Operating

Procedure for Grangeville Interagency Dispatch

Dispatch Staffing

Starting approximately July 1st each year, hours of operation will be 0700 to 1800 hours, seven days per week. As activity occurs, dispatch will be staffed as long as necessary, or upon request. Starting approximately October 1st each year, hours of operation return to 0800 to 1630 hours, five days per week (Monday-Friday).

Administrative Tracking

Administrative tracking for individual employees and crews will be routinely done through their duty station or at the geographic location where they are working for extended periods of time. Check-in and check-out on each unit's sign out board will be mandatory for every employee. This will help reduce radio traffic especially during periods of heavy fire workload. Employees working weekends are required to establish a check-in/check-out plan with their supervisor.

Administrative tracking should only be done through Grangeville Dispatch when arranged for and approved in advance through the Center Manager or one of the Assistant Center Managers. In the rare instance when an employee cannot contact their duty station by radio, contact can be made with Grangeville Dispatch at any time if an employee feels there is a safety concern and/or needs a message relayed to his/her supervisor. If radio calls from an employee to their duty station go unanswered, Grangeville Dispatch will try to make contact with the employee to relay.

This applies to administrative tracking only and should not prevent an employee from reporting emergencies at any time. All emergency traffic including, but not limited to, reporting wildland fires, medical aid, vehicle incidents, etc. shall be called directly into Grangeville Dispatch upon discovery.

Tracking Procedures

In those instances when employees are tracking through Grangeville Interagency Dispatch and the employees check out to the field, the time they call in will be recorded and their name and location will be written on a white board in the respective dispatch IA zone.

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If employees check out to a location you are unfamiliar with, reference the Geographic Locator Guide, located in the IA console area, for a legal description.

When employees check in at the end of the day, the time they call will be recorded and their name will be removed from the dispatch white board.

If the employee checks in, but is staying in the field overnight or several days, log them in the radio log recording all pertinent information (location, duration of stay, check in schedule, etc). When staying out for consecutive days, their name will be left on the dispatch white board for the duration of their stay in the field.

Follow-up Procedures:

At the end of the day, if an employee is unaccounted for, the following procedure will take place:

1. Contact will be attempted by radio. If no contact is made then:
2. Contact will be attempted by phone; first at the individual's duty station or office, then at the employee's home. If no contact is made then:
3. The employee's immediate supervisor will be notified. The supervisor will determine the appropriate action to be taken. If he/she cannot be contacted:
4. Notify the appropriate District Ranger or His/Her acting.
5. It should be re-emphasized that the direct supervisor is ultimately responsible to ensure that their employees are aware of, and adhere to, proper communication policies and procedures as defined above.
6. If you have questions concerning communications for either yourself or your employees, contact the Center Manager at GVC.

Tracking of Fire Resources

All Initial Attack fire personnel shall check-in with Grangeville Dispatch. This applies to leaving for a project worksite or when responding to a wildland fire incident. Non-fire personnel assigned to local fire assignment will check-in through Grangeville Dispatch Center, and may also check-in with their supervisor at the district if deemed appropriate.

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Night Tracking of Incident (Fire) resources

GVC will be staffed for night operations whenever incidents are active. When incidents are inactive, (ie last stages of mop up), and travel back to their duty station is not expected, other arrangements can be negotiated with the duty officer such as lookouts monitoring the radio after hours. Incident personnel will be briefed that communication should be limited to emergency assistance requests or to contact the duty officer.

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Administrative Tracking Request

Please submit request at least 5 days in advance to Grangeville Interagency
Dispatch Center Manager or Assistant Center Manager

Requesting Unit: CWF / NPF D-1) D-2) D-3) D-4) D-5) D-6) D-8)

Requesting Person: Phone:

Job Code: Supervisor/Staff Signature:

(For Overtime Only)

Primary Contact: Phone:

(Supervisor or Designee)

Secondary Contact: Phone:

(Line Officer)

Radio Contact for Field Going Group or Chief of Party:

Date(s) Requested: Location(s):

From: To:

Check in Method: ☐ Radio ☐ Sat. Phone ☐ Cell Phone

Fz/Repeater: _____ # _____ # _____

Check in Time: ☐ AM ☐ PM ☐ Both

Specific Time: ____:____ ____:____ ____:____

Person(s) or Crew

(please list all members)

T ____ N R ____ E ____ sec. ____

Lat: _____ Long: _____

Project Description:

Vehicle(s):

Special Instructions/Needs:

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28 INFORMATION MANAGEMENT

The following information is available online at <http://www.wrh.noaa.gov/mso/> or by special request through Grangeville Interagency Dispatch Center. Grangeville Interagency Dispatch Center will not normally fax copies to districts on a daily basis.

28.1 MISSOULA WEATHER SERVICES

The Missoula National Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the North Idaho forecast zones. A morning forecast will be issued around 0830 PDT from Missoula. These forecasts will include detailed information for the periods of today, tonight, and tomorrow. The 3- to 5-day outlook will also be included.

An afternoon forecast will be issued by 1530 PDT during the fire season. It will cover the periods for tonight, tomorrow, tomorrow night, and the following day.

The Missoula Weather Service office is open 24 hours/7 days per week. Outside of the fire season, weather forecaster duty hours may be extended during critical weather burning periods or as situations dictate.

28.1.1 WIMS

Weather station observations are updated daily through the Weather Information Management System (WIMS) in Kansas City. The WIMS data then generates the NFDRS indices, which are posted daily between 1500 and 1600 hours for fire managers' use via the internet at www.fs.fed.us/r1/fire/nrcc/nrcc-nfdr.txt.

Weather station catalogs will be maintained in WIMS. Fire Managers will report green-up dates at the RAWS to GVC.

28.1.2 WEATHER SATELLITE MAPS

Weather satellite maps are available on the Internet through the NRCC website link. These maps include GOES satellite images which track weather system movement,

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climate outlook maps that include temperature/precipitation, gradient prediction maps at intervals of 6 to 10 and 30 to 90 days, greenness maps, fire potential, drought assessment, and fuel moisture predictions. Contact the intelligence dispatcher for specific internet “link” information.

28.2 SPOT WEATHER FORECASTS

IC’s or Burn Boss’s will submit needed information for a spot weather forecast to Grangeville Dispatch. Grangeville Dispatch will forward information to Missoula Weather Service, and when spot forecast is complete, relay information to the requesting party.

Feedback concerning the accuracy of the forecast will assist the forecaster in the preparation of more accurate spot forecasts in the future.

**Refer to the GRANGEVILLE INTERAGENCY DISPATCH
CENTER Office Procedures Guide for complete instructions on this
procedure.**

28.2.1 SPOT WEATHER FORECASTS ONLINE FORM

The form can be found at:

**[http://spot.nws.noaa.gov/cgi-
bin/spot/spotmon?site=mso](http://spot.nws.noaa.gov/cgi-bin/spot/spotmon?site=mso)**

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28.3 SITUATION REPORTS

28.3.1 Interagency Situation Report

The Intel Dispatcher will gather information on new and ongoing fires and prescribed fires from WildCad for inclusion on the daily Interagency Situation Report. Information on available and committed resources will be gathered from the Resource Status page. NPT and CPTPA will submit daily situation reports by e-mail or fax that indicate new fires and acres as well as resource availability.

The Interagency Situation Report is submitted via the internet <http://famweb.nwcg.gov/> by close of business or 1900 PT, whichever comes first.

28.3.2 ICS 209 REPORTS

ICS 209 reports will be completed by the district duty officer (working in conjunction with the initial attack zone dispatcher or IA Supervisor) or the Incident Management Team assigned to the incident and submitted to the intelligence dispatcher at Grangeville Interagency Dispatch Center by 1800 PT via e-mail (idgvc@dms.nwcg.gov) or fax. Grangeville Dispatch will enter the ICS-209 into the computer by the regional deadline of 1900 PT.

If the district duty officer or Incident Management Team chooses to input the ICS 209 into the 209 program, they will notify Grangeville Interagency Dispatch Center by 1800 hrs of their intent and meet the regional deadline of 1900 PT.

See the National Mobilization Guide Section 25.1 for ICS-209 requirements.

28.3.3 Fire Reports

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All documents will be copied and faxed to the district by GVC when the fire has been declared controlled. Final fire packages will be sent to the district by GVC and/or the cooperating agencies when the fire has been declared out.

Forest Service districts will send the completed FS-5100-29, Individual Fire Report, to Grangeville Interagency Dispatch Center within 10 days after the fire is out. Grangeville Interagency Dispatch will enter the completed 5100-29 reports into the Firestat program, as requested.

IDL Districts are responsible for their agency's individual fire reports. GVC and Forest Service districts will submit all fire information including costs to the appropriate area office within 5 days of the fire being declared out.

Grangeville Interagency Dispatch Center will forward fire reports that occur on Bureau of Land Management lands to Bruce Martinek, District AFMO, Coeur D'Alene District BLM,

3815 Schreiber Way, Coeur D'Alene, ID, 83815 for fires on BLM property.

28.4 LIGHTNING MAPS

Lightning maps are printed daily, regardless of observed lightning activity, using the BLM lightning internet site. Logistics dispatchers will post maps in a central location for reference.

28.5 REPORTS AND HISTORICAL DATA

Grangeville Interagency Dispatch Center will produce a year-end report, to be distributed to the UAOG and BOD members by December 1st annually.

Grangeville Interagency Dispatch Center will keep all original Incident Action Records.

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28.6 PLANNED PRESCRIBED FIRE

To comply with operating guidelines established by the Montana/Idaho State Airshed Group, all prescribed burns by airshed group members are submitted to the Smoke Monitoring Unit on a daily basis via the Internet (<http://airshed.montana.com/airshed/>). Units will be responsible for submitting all prescribed burns in accordance with procedures established by the Smoke Monitoring Unit. Units must check for burn approval and smoke restrictions prior to any planned ignition. Additional information regarding planned prescribed burning and smoke management guidance can be found at the following link: <http://www.smokemu.org/links.php>.

Grangeville Interagency Dispatch Center will be available for assistance as needed during prescribed burning. If a district has a need for Grangeville Interagency Dispatch Center to be open after normal duty hours, a request should be made as soon as the need is known.

Contingency Forces – The District Duty Officer will be responsible for notifying Grangeville Dispatch of any planned prescribed burns and the contingency and aerial resources needed for those burns.

Burn Notifications - The District Duty Officer will be responsible for notifying Grangeville Dispatch if dispatch needs to make the notifications as identified in the burn plan.

If multiple districts are burning at the same time, it is more cost effective to have one person on the radio at Grangeville Interagency Dispatch Center rather than one at each district. Each district will be required to provide a management code to Grangeville Interagency Dispatch Center.

REIMBURSABLE JOB CODES WILL BE SET UP AT THE ALBUQUERQUE SERVICE CENTER (ASC) AFTER THE REIMBURSABLE AGREEMENT HAS BEEN EXECUTED. TO GET THE AGREEMENT TO AN EXECUTABLE STAGE, THE ASC DIRECTION ALLOWS 45 DAYS. ONLY AFTER THAT CAN EXPENDITURES BE MADE TO COVER THE COSTS OF FOREST SERVICE

**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

**DISPATCHERS WORKING ON IDAHO DEPARTMENT OF LANDS
PRESCRIBED FIRES AND IDAHO DEPARTMENT OF LANDS DISPATCHERS
WORKING ON FOREST SERVICE PRESCRIBED FIRES. IF A COLLECTION
AGREEMENT IS EXECUTED FOR OTHER TYPES OF FIRE-RELATED
ACTIVITIES, EXPENDITURES CAN ONLY BE MADE AFTER THE BILL FOR
COLLECTION, ISSUED TO THE COOPERATOR, IS PAID. (SEE ABOVE
WITH REGARDS TO ALLOWABLE TIMEFRAME FOR THE ASC TO
PROCESS).**

**GRANGEVILLE INTERAGENCY DISPATCH
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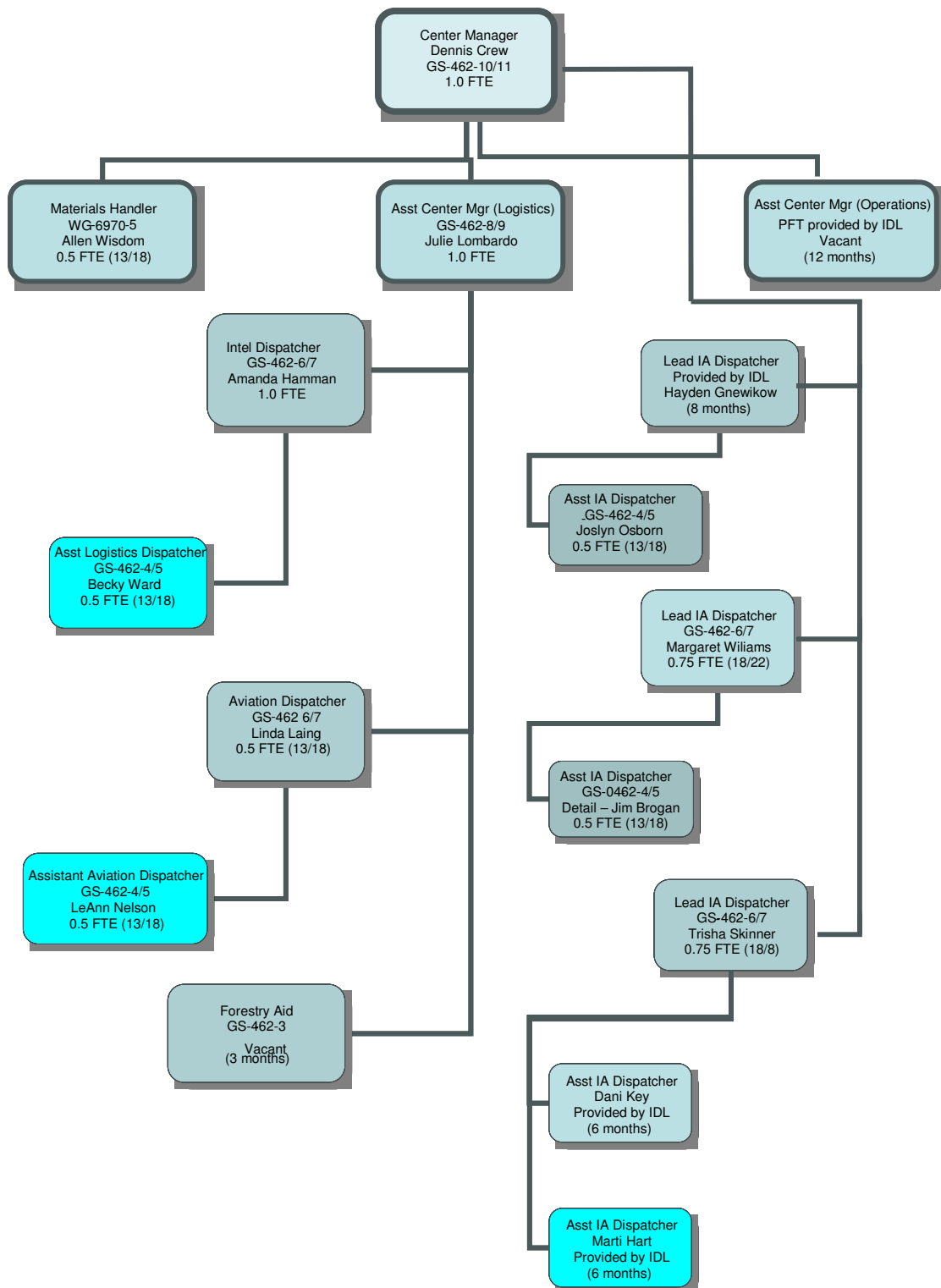
**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

**GRANGEVILLE INTERAGENCY DISPATCH
STANDARD OPERATING PROCEDURES**

CHAPTER 30 – ORGANIZATION

31 ORGANIZATIONAL CHART (Operations)

GRANGEVILLE INTERAGENCY DISPATCH STANDARD OPERATING PROCEDURES



32 RESPONSIBILITIES

32.1 UNIT DUTY OFFICERS

Unit duty officers are responsible for day-to-day fire activities on the local units. This person is normally the USFS FMO (or Acting), the IDL Fire Warden (or Acting), and the IPNF Fire Staff (or Acting). The unit duty officer is the contact point for the Grangeville Interagency Dispatch Center and must be available via phone, radio, or pager 24 hours a day during their assigned duty period. They must also have access to, or contact with, their respective agency administrator/line officer (or Acting). If a duty officer is unable to complete their assigned duty period, they are responsible for finding a replacement duty officer and notifying Grangeville Interagency Dispatch Center of this change.

The unit duty officer:

- Sets initial attack priorities.
- Identifies designated IC.
- Is the primary decision maker, as delegated authority by the line officer.
- Sets out-of-area priorities for their unit.
- Coordinates with line officer in managing incidents on their jurisdiction, or represents line officer if delegated that authority.
- Is available by radio, telephone, or pager at all times during their duty period.
- Provides Grangeville Interagency Dispatch Center with the daily resource locations by 0930 hours each day, beginning when Dispatch Center switches to 7-day coverage.
- Coordinates daily fire crew schedules and notifies Grangeville Interagency Dispatch Center of any changes in schedules and other pertinent information relating to resource availability.
- Maintain records of employees to meet work/rest and length of assignments as per agency policy.
- Evaluates incident complexity and ensures adequate management is assigned.
- In the case of a suspected operations fire, the duty officer will make sure the contracting officer, contracting officer representative, engineering representative, and/or timber sale officer in charge of the operation have been notified.

**GRANGEVILLE INTERAGENCY DISPATCH
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- When a fire is reported directly to a district/unit, ensures the report is immediately passed to Grangeville Interagency Dispatch Center. If it is after hours, the answering service will contact the GVC on-call dispatcher.
- Ensures radio is monitored and all fire radio traffic is logged until Grangeville Interagency Dispatch is staffed and ensures information is faxed to GVC.

32.2 ZONE DUTY OFFICER

- Each agency will provide a zone duty officer during periods of normal fire activity. The IDL Statewide Duty Officer will fill that role for IDL, and the Fire Staff or Deputy for the Clearwater/Nez Perce Fire Zone or in the case of BLM jurisdiction the Idaho Panhandle Fire Staff or (Acting) duty officer will fill that role for the Forest Service and BLM. The role will be to coordinate with GVC on issues, policy, set priorities as needed, and facilitate communication with Unit Duty Officers, Agency Administrators, State or Regional Fire organizations.
- During periods of high fire activity, this position may be consolidated and a single Zone Duty Officer could function for all agencies. That individual would be located at GVC to coordinate with all Units (daily conference call), set priorities for all agencies and facilitate communications with Agency Administrators, Statewide or Regional Fire organizations as needed.

32.3 LINE OFFICERS

The line officer:

- Is ultimately responsible for safety, management of the fire, and the conduct of employees.
- Clearly delegates authorities for decisions to duty officers, Actings and others.
- Is ultimately responsible for appointing an incident commander for incidents.
- Prepares and/or signs appropriate documents in WFDSS.
- Manages safety and health of public and firefighters.
- Makes resource management decisions.

**GRANGEVILLE INTERAGENCY DISPATCH
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- Stays in communication with duty officer/incident commander throughout the incident.
- Ensures that the Thirty Mile Hazard Abatement – Agency Administrator Responsibilities are being followed.
-

32.4 BOARD OF DIRECTORS

The Board of Directors (BOD) is composed of two Forest Service Line Officers, one Idaho Department of Lands Line Officer, plus ad hoc member as needed. The BOD has its own charter and approves the annual operating budget. In disputes which cannot be resolved by the Operations Group and the Center Manager, the BOD will make the final ruling in a timely manner.

32.5 OPERATIONS GROUP

The Operations Group is the combined group of Fire Managers or their Actings, from the area served by the Grangeville Interagency Dispatch Center. The primary role of this group is to provide operational guidance to the Center Manager. This group will coordinate and resolve differences in operational styles, and will assist the Center Manager in development of a highly functional operation which is responsive to the needs of the Fire Managers.

The GRANGEVILLE INTERAGENCY DISPATCH CENTER Manager is the facilitator for the Operations Group.

32.6 MULTI-AGENCY COORDINATING GROUP (MAC)

Refer to North Idaho MAC Plan.

32.7 INTERAGENCY REPRESENTATIVE

**GRANGEVILLE INTERAGENCY DISPATCH
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When the level of activity warrants it, an interagency representative will be located in the dispatch center to help prioritize incidents.

33 GRANGEVILLE DISPATCH CENTER RESPONSIBILITIES

33.1 CENTER MANAGER

Performs general coordination duties for area support operations. Keeps agency fire staffs informed of fire situation. Determines priorities and supervises normal fire activities.

- Provides briefings for initial attack supervisor and logistics supervisor.
- Provides briefings and implements MAC direction.
- Acts as liaison for support operations and incident commanders.
- Troubleshoots procedural problems in support operations and network. Identifies where bottlenecks or breakdowns are occurring and works to correct them. Negotiates and resolves conflicts.
- Monitors and evaluates cost effectiveness and information flow.
- Recognizes sensitive political or other special issues. Reacts to these issues to minimize their impact on operations.
- Reviews intelligence summaries and reports and ensures reporting timeframes are met.
- Ensures accurate data and maintains current knowledge of area activity.
- Interfaces between initial attack, extended attack, and daily operations.
- Ensures coordination occurs. Monitors workload distribution. Monitors shift briefings.
- Monitors status of national resources and those that are critical. Identifies shortages or potential problems and resolves them.
- Maintains communications concerning resource orders with field units, keeps abreast of general situation, and works to resolve conflicts. Shares information with appropriate entities.
- Builds and manages an appropriate staffing level. Acts as focal point for all sections, resolve problems, provides direction.
- Acts as Airshed 12A, 12B, and 13 Coordinator.
- Acts as Zone Training Coordinator.

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- "Protects" dispatchers from disruptive influences that prevent them from getting the job done. Maintains a broad perspective for overall operation.
- Provides briefings as requested.
- Monitors weather patterns, forecasts, and maintains liaison with the National Weather Service and fire weather meteorologist. Identifies potentially significant weather situations.

CENTER MANAGER (continued)...

- Maintains contact with other intelligence operations as appropriate.
- Reacts to special requests for information in a timely manner.
- Ensures agreements and operating plans are updated.

33.2 ASSISTANT CENTER MANAGER - LOGISTICS

The assistant center manager- logistics is responsible for the technical accuracy in the execution of resource orders and operational efficiency of the section. This position performs routine dispatching duties and supervises support dispatchers and dispatch recorders, if assigned. This position organizes and disseminates incident intelligence through formalized reports, informal contacts, and other sources.

- Receives resource status from field offices and all resources via telephone, situation reports, electronic mail, verbal updates, and briefings.
- Utilizes resource-tracking systems. Documents resource status on appropriate log notes, resource order, and Resource Order Status System (ROSS). Verbally updates center manager on resources that are critically short and those where shortages are anticipated.
- Displays resource status. Maintains visual status of shared resources.
- Receives resource orders and completes per identified procedures.
- Coordinates the allocation of available resources across jurisdictional boundaries.

**GRANGEVILLE INTERAGENCY DISPATCH
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- Places resource requests by determining closest available resource and alternatives. Sources include NFES catalog, availability displays, reference books, mobilization guides, manager input, et cetera.
- Provides field units with information concerning use, capabilities, and availability of specific resources. Advises field of proper ordering procedures.
- Refers conflicts concerning policy or interpretation of general operating procedures to the Center Manager.
- Upon starting each shift, reviews logs, notes, and resource orders.
- Documents significant events in log to ensure continuity of information.
- At close of shift, reviews orders and logs to ensure complete documentation. Conducts briefing with replacement.

During exceptionally busy periods, the emphasis of this position will be primarily supervision. These activities are as follows:

- Travel agent duties will be overseen and delegated by the Assistant Center Manager – Logistics to all GVC employees.

33.2 ASSISTANT CENTER MANAGER – LOGISTICS (continued)...

- Monitors resource-tracking systems. Receives verbal updates from dispatchers on resources, noting any shortages or opportunities for reassignments. Relays this information to Center Manager, documents in shift log, make sure information is discussed with other shifts, and relays to other entities as appropriate.
- Observes chain of command. Receives assignments for section from manager and delegates as appropriate. Sets timeframes and standards. Deals with personnel problems and concerns in a conscientious and diplomatic manner. Assigns work schedules for employees.
- Acts as technical specialist for reviewing resource requests.
- Helps dispatchers by giving insight as to best resource to fill a request.
- Supervises processing of resource orders. Monitors information on subsequent unavailability of referred resource or major changes in agreed upon plan of action. Plans ahead for

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alternatives and maintains awareness of length of assignment issues. Considers resource availability, closest forces, cost effectiveness, safety, transportation availability, areas of fire activity or anticipated activity, resource pre-positioning, and established priorities. Identifies preferred course of action to the Center Manager.

33.3 ASSISTANT CENTER MANAGER - INITIAL ATTACK

Performs general coordination duties for the Grangeville Interagency Dispatch Center area initial attack operations. Keeps the Center Manager informed of fire situations. Identifies fire priorities and supervises normal local fire activities.

- Provides daily briefings for the Center Manager.
- Observes chain of command. Receives assignments for section from manager and delegates as appropriate. Sets timeframes and standards. Deals with personnel problems and concerns in a conscientious and diplomatic manner. Assigns work schedules for IA employees.
- Maintains status and availability of IA resources. Identifies shortages or potential problems.
- Provides status of local fire situation and resources. Identifies shortages or potential problems.
- Ensures continuity is maintained in initial attack operations. Evaluates local initial attack capabilities.
- Coordinates the allocation of available initial attack resources across jurisdictional boundaries.
- Provides direction upon request, evaluates workload, and evaluate success in filling requests within desired timeframes. Makes sure any procedural changes are shared.
- Monitors weather patterns/forecasts and maintains liaison with National Weather Service and fire weather meteorologists. Identifies potential significant weather situations and makes sure that information is disseminated.
- Recognizes sensitive political or other special issues and reacts to those issues to minimize their impact on operations.
- Coordinates and maintains communications with field units, keeps abreast of overall forest situation, and work to resolve or prevent conflicts.
- Acts as focal point for IA section, resolves problems, and provides direction.
- Troubleshoots procedural problems in initial attack operations, identifies where bottlenecks or breakdowns occur, and works to correct them.
- Provides assistance for out-of-area dispatches as needed.
- Provides input and suggestions for plan updates.

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33.4 INITIAL ATTACK LEAD DISPATCHER

- Provides training and guidance for the Initial Attack Dispatchers.
- Receives fire reports and initiates proper response as dictated by Initial Attack Guidelines, duty officers, and local knowledge.
- Coordinates with the Duty Officer who acts as the Incident Commander (IC) until a designated IC assumes control of the incident.
- Tracks initial attack resources on a daily/hourly basis.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Provides a communication link to all fires and other field-going personnel. Maintains log of all fire communications
- Ensures all incidents have night contacts and know the emergency protocol prior to sign off.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.
- Receives, submits and relays back to incidents all spot weather forecasts.
- Arranges for the demobilization of resources from an incident.
- Provides initial coordination for other emergency response (hazardous material, search & rescue, et cetera).
- Completes all necessary records and distributes as appropriate.
- Keeps supervisor informed of all activity
- Updates maps, resource lists, hazards, et cetera, as required.
- Ensures complete documentation of incident activities.
- Processes out-of-area resource orders as needed.

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33.5 INITIAL ATTACK ASST DISPATCHER

- Receives fire reports and initiates proper response as dictated by Initial Attack Guidelines, duty officers, and local knowledge.
- Coordinates with the Duty Officer who acts as the Incident Commander (IC) until a designated IC assumes control of the incident.
- Tracks initial attack resources on a daily/hourly basis.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Provides a communication link to all fire personnel and other field-going personnel. Maintains log of all fire communications.
- Ensures all incidents have night contacts and know the emergency protocol prior to sign off.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.
- Receives, submits and relays back to incidents all spot weather forecasts.
- Provides initial coordination for other emergency response (hazardous material, search & rescue, et cetera).
- Completes all necessary records and distributes as appropriate.
- Keeps supervisor informed of all activity.
- Updates maps, resource lists, hazards, et cetera, as required.
- Ensures complete documentation of incident activities.
- Processes out-of-area resource orders as needed.

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33.6 AIRCRAFT DISPATCHER

- Coordinates and processes orders for aviation resources.
- Performs all aspects of flight planning and coordinates scheduling of aviation resources.
- Assigns and coordinates radio frequency use.
- Coordinates airspace use (including MTR, TFR, etc.)
- Participates in aviation briefings as requested.
- May receive fire reports and then coordinates the relay of info to the Initial Attack Dispatcher.
- Provides training and guidance for other dispatchers.
- Tracks resources on a daily/hourly basis.
- Collects and distributes intelligence such as weather reports, fire behavior information, resource availability, et cetera
- Provides a communication link to aircraft, fire personnel, and other field-going personnel.
- Coordinates with Duty Officer(s) regarding resource availabilities, detection requirements, and other suppression duties.
- May assist in coordination for other emergency responses (hazardous material, search & rescue, et cetera).
- Completes all necessary records and distributes as appropriate.
- Keeps supervisor informed of all activity in a timely manner.
- Updates maps, resource lists, hazards, et cetera, as required.
- Ensures complete documentation of incident activities.
- Processes out-of-area resource orders.

**GRANGEVILLE INTERAGENCY DISPATCH
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33.7 INTELLIGENCE DISPATCHER

The intelligence dispatcher is the intelligence source in the Grangeville Interagency Dispatch Center, working under the supervision of the Center Manager and Assistant Center Manager – Logistics.

Responsibilities include the following activities:

- Printing daily lightning maps of the dispatch area for reference by fire personnel.
- As needed, produces a daily synopsis of fire activity, prescribed burning, and resource availability for fire personnel, fire managers, zone dispatchers, and center manager.
- Monitors Grangeville Interagency Dispatch Center's central electronic inbox; routes and processes incoming messages.
- During all burning seasons, coordinates and monitors all prescribed burns submitted by district managers to the Smoke Monitoring Unit.
- Collects local resource and fire information and electronically inputs this data into the daily situation report to the Northern Rockies Coordination Center.
- Compiles National and Regional sit reports and resource summaries, local weather reports, resource availability information, precipitation maps, fire potential and fire behavior information for reference by fire personnel, zone dispatchers, and center managers.
- Collects daily weather observations and inputs information into the WIMS database, ensuring daily observations are complete and correct in the national database.
- Collects NFDRS indices from WIMS and charts daily progression on graphs.
- Maintains spreadsheets for all Grangeville Interagency Dispatch Center fires, to include FireCodes, SO-numbers, IDL fire numbers.
- Data entry of initial ICS-209s on large fires and subsequent ICS 209's as needed. Ensures accuracy and completeness prior to daily submittal to NRCC.
- Maintains general office files and chronological files related to the intelligence function.
- Maintains a Grangeville Interagency Dispatch Center website of centralized information and relevant links for reference by fire personnel.
- Assists Center Manager with coordination of the North Idaho Zone Fire Training Program. Develops and disseminates training alerts,

**GRANGEVILLE INTERAGENCY DISPATCH
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selections, and completion memos; receives and processes training nominations and posts updated information to the training website.

- Acts as the database administrator for the Incident Qualification Certification System (IQCS).

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CHAPTER 40 – COOPERATION

41 COOPERATION

41.1 COORDINATION

Coordination among wildfires is important, particularly during multiple fire situations and when firefighting resources are limited. The Center Manager will have the primary focus for this assignment, in consultation with the Operations Group. As needed, a MAC group will be formed, priorities will be set, decisions on movement/contingencies will be made, and information will be shared.

Grangeville Interagency Dispatch Center will review and update all interagency operation procedures annually, including memorandums of understanding, protection agreements, initial attack dispatch guides, and other agreements. Grangeville Interagency Dispatch Center will also take part in the maintenance, distribution, and validation of those documents.

Grangeville Interagency Dispatch Center will coordinate with adjacent dispatch centers and cooperators.

42 AGREEMENTS

Refer to Chapter 40 in the **GRANGEVILLE INTERAGENCY DISPATCH CENTER Interagency Mob Guide** for a list of agreements.

Copies of agreements can be found in the agreements binder located at Grangeville Interagency Dispatch Center.

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CHAPTER 50 – DIRECTORY

51 GRANGEVILLE INTERAGENCY DISPATCH CENTRAL LIBRARY

Located in the Grangeville Interagency Dispatch Center

Reference materials include:

1. GRANGEVILLE INTERAGENCY DISPATCH CENTER STANDARD OPERATING PROCEDURES
2. GRANGEVILLE INTERAGENCY DISPATCH CENTER OFFICE PROCEDURE GUIDE
3. CLEAR NEZ FIRE MANAGEMENT PLAN
4. NFES CATALOG
5. GRANGEVILLE INTERAGENCY DISPATCH CENTER MOB GUIDE
6. REGIONAL MOB GUIDE
7. NATIONAL MOB GUIDE
8. IDL FIRE MOB GUIDE
9. CDC MOB GUIDE
10. FS HANDBOOK
11. UNIT IDENTIFIERS
12. FIRELINE HANDBOOK
13. FOREST SERVICE HEALTH & SAFETY CODE HANDBOOK
14. NORTHERN REGION EMERGENCY & DISASTER PLAN
15. LOCATION IDENTIFIER
16. CALL-WHEN-NEEDED HELICOPTER CONTRACT
17. INTERAGENCY HELICOPTER OPERATIONS GUIDE (IHOG)
18. SEAT OPERATIONS GUIDE
19. AIRTANKER DIRECTORY
20. INTERAGENCY STANDARDS FOR FIRE & FIRE AVIATION OPERATIONS (REDBOOK)
21. FREQUENCY GUIDE
22. COMMERCIAL TRAVEL BOOK
23. IMT PLANS

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**Refer to GRANGEVILLE INTERAGENCY DISPATCH CENTER
Interagency Mob Guide for Telephone Directory.**

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CHAPTER 60 – FIRE PERSONNEL

61 TYPE 3 MANAGEMENT TEAMS

Refer to the GRANGEVILLE INTERAGENCY DISPATCH CENTER Central Library.

62 TYPE 2 MANAGEMENT TEAMS

Refer to the GRANGEVILLE INTERAGENCY DISPATCH CENTER Interagency Mob Guide, Chapter 60 for incident management team personnel.

Specialized personnel can also be found in the Grangeville Interagency Dispatch Center Interagency Mob Guide, Chapter 60.

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CHAPTER 70 – EQUIPMENT

71 SPECIALIZED EQUIPMENT

A comprehensive equipment list can be obtained through agency procurement personnel.

71.1 Highway Dept Flagger's and Pilot Cars

For fire emergencies, flagger's and pilot cars will be requested through the local County Sheriff's Office or the Idaho State Police dispatch office (ISP phone 208-799-5144).

72 COMMUNICATIONS

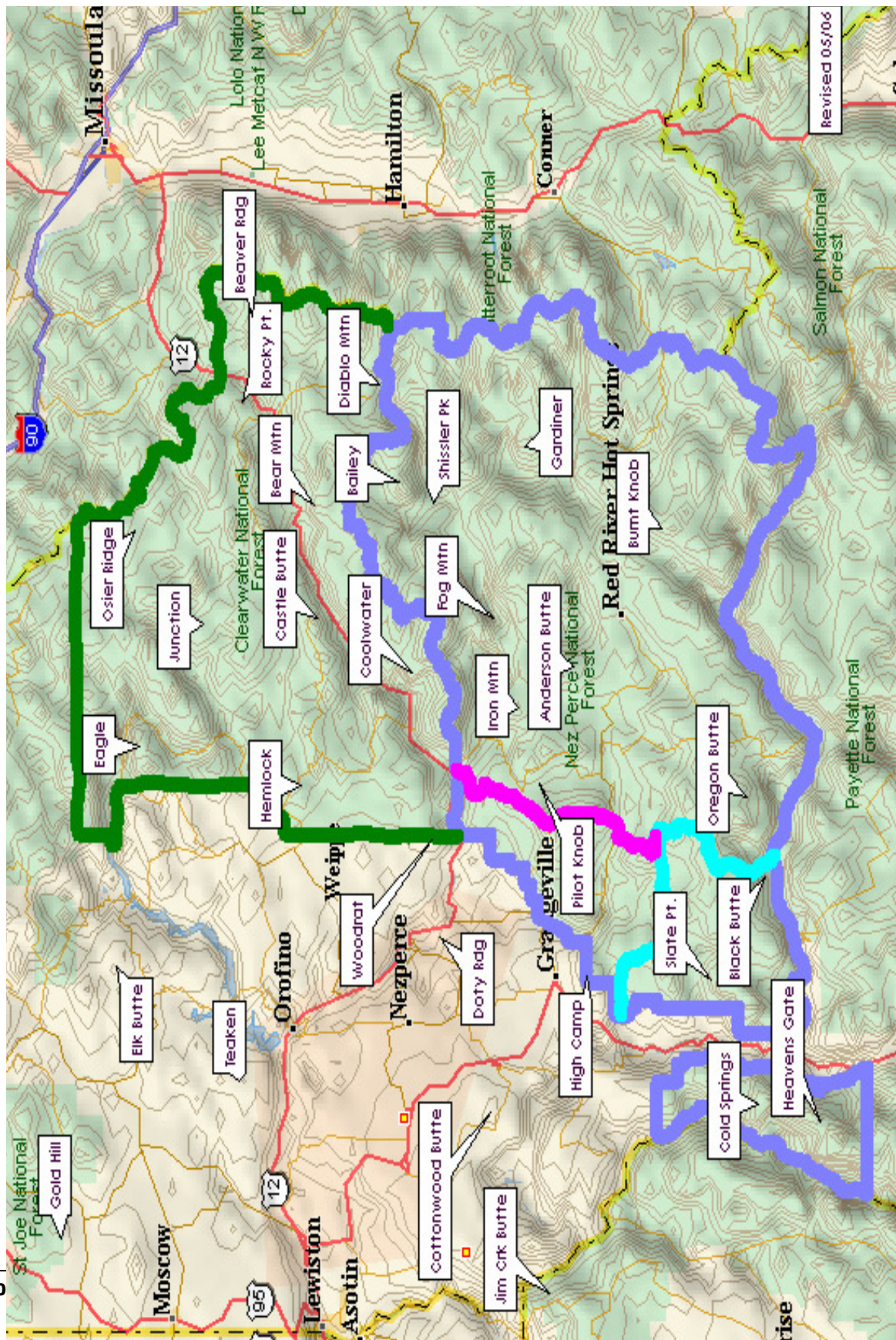
Radio Technicians:

IDL: Kevin Zywina

FS ISO: Jim Whitney, Brian Johnson

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73 COMMUNICATIONS MAP



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74 RAWS

The District/ Local Forest Service Unit will be responsible for the annual maintenance of their RAWS stations and be expected to support and on the job train (OJT) an individual to set up fire weather stations and perform routine maintenance through the fire season. If needed, a RAWS Technician may be requested through Grangeville Interagency Dispatch to assist with station set-up or maintenance. The local unit will monitor the station for inconsistencies and provide a first response to correct problems. The local unit will work with Grangeville Interagency Dispatch and the Boise RAWS Depot to order replacement sensors. When they are installed on the RAWS, a description of the maintenance date, the new sensors' serial numbers, and a narrative of the site visit will be communicated to Grangeville Dispatch for capture in the ASCADS database (Reference PMS 426-3).

Grangeville Interagency Dispatch will oversee maintenance of the USFS weather system network, watchdog of fire weather station function, and upkeep of the ASCADS database. Together with the Zone Fuels Specialist, GVC will accept requests for portable RAWS, manage life-cycle rotation of equipment, and provide technical expertise.

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CHAPTER 80 – AIRCRAFT

81 ORDERING AIRCRAFT

Fire

Aircraft being used on Zone will be ordered by use of the Tactical Aircraft form. In some cases aircraft may be ordered through ROSS, i.e. pre-position orders. (Tactical Aircraft orders may be printed from ROSS in a future release).

The Tactical Aircraft form will be filled out with as much information as available, making sure the following are entered correctly:

- lat/long
- air contact (if other aircraft in area)
- ground contact
- Air-to-Air and Air-Ground frequencies
- Incident name or incident number
- Elevation (if known)
- Hazards (if known)

Route the resource order through the Aircraft Dispatcher. The Aircraft Dispatcher will then call the appropriate base and fax them the order. The Aircraft Dispatcher will follow up with a phone call to the base to advise order has been sent and confirm receipt.

When the Aircraft based on a unit is mobilized, the Duty Officer of that unit will be given a courtesy call. The information will be relayed from the Aircraft Dispatcher to the Initial Attack dispatcher, and from the Initial Attack Dispatcher to the Duty Officer.

Notify neighboring agencies if the flight will be within 5 miles of the boundaries. This information can be obtained from the fire location on the Incident Action Record.

- Resources ordered for IDL under the Northwest Compact must follow the ordering process set forth in the Northwest Compact. The IDL statewide Duty Officer is the point of contact for all requests and clarification.

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Aerial Detection

Aircraft requests for Aerial Detection and Reconnaissance flights will be ordered by use of the “TACTICAL AIRCRAFT FORM”. Route the request form through the Aircraft Dispatcher. The Aircraft Dispatcher will send the request to the Grangeville Air Center (GAC). GAC will schedule the aircraft and notify the aircraft desk of the resource assigned.

Project/Other

Aircraft requests for use on project work and other missions not related to fire suppression will be referred to the Aircraft Dispatcher on a Project Aircraft Form. Non-fire personnel should notify their local Fire Management personnel prior to scheduling a project flight in order to facilitate coordination of missions.

A fixed wing Flight Manager shall be designated for all Forest Service and BLM passenger flights. Fixed Wing Flight Manager Requirements can be found @ iat.nifc.gov.

BLM Aircraft Orders

BLM requests for aircraft should be made to the Aircraft Dispatcher on a Form 9400-1a, Aircraft Flight Request/Flight Schedule. This form will be signed by the Unit Aviation Manager (UAM) before aircraft are scheduled for the mission. If required, a signed copy of the project plan will be provided to the Aircraft Dispatcher before the mission.

Extended Hours for A/C

Extending aviation resources beyond their scheduled shift will be a decision made between the IA Supervisor and the Logistics Supervisor in the absence of a request from the field. This decision will be based upon input from unit duty officers, current or anticipated activity level, and weather forecasts.

Information regarding aviation resource off times will be communicated with one phone call to the Grangeville Air Center clerk who will disseminate this information to all Air Center resources and one phone call to the Musselshell Work Center. This call should be made no later than 15 minutes prior to the end of the current shift. In the event that Grangeville Interagency Dispatch Center is busy, the Grangeville Air

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Center and the Musselshell Work Center should initiate this phone call to the Grangeville Interagency Dispatch Center aircraft desk.

**Refer to the GRANGEVILLE INTERAGENCY DISPATCH CENTER
Interagency Mob Guide, Section 81.5.A.**

81.1 AIRTANKERS

Locations and Availability

Requests for retardant will generally come from the IC, Duty Officer or ATGS. The dispatcher will inform the requesting party of nearest tankers and the estimated time of arrival (ETA). Each morning the "Resource Availability" board will be updated with the status and type of air resources available within a reasonable distance. There will be IDL single-engine airtankers (SEATs) based at Grangeville, Coeur d'Alene, and McCall. All tankers will be ordered through Grangeville Interagency Dispatch Center.

Additional Ordering Concerns

Some duty officers require their approval before retardant order is placed. At the upper adjective ratings (Very High and Extreme), some duty officers may request retardant as an automatic response, or will give the IC full authority to order what she/he deems necessary. Check the Initial Attack Dispatch Guides for the agency and zone in which you are working and coordinate with the appropriate Duty Officer.

Orders placed by an ATGS need to be approved by the duty officer prior to being filled through Grangeville Interagency Dispatch Center.

Requests for airtankers should include a description of values at risk.

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Retardant Operations and Low Ambient Light (Sunrise/Sunset)

– To reduce the hazards of airtanker retardant drops in the early morning and late afternoon hours, the following limitations shall apply. These limitations apply to the time the aircraft arrives over the fire, NOT to the time the aircraft conducts retardant drops.

Normally, airtankers shall be dispatched to arrive over a fire not earlier than 30 minutes after official sunrise and not later than 30 minutes before official sunset.

Airtankers (with the exception of SEATS – see page 87, Item E) may be dispatched to arrive over a fire as early as 30 minutes prior to official sunrise and as late as 30 minutes after official sunset provided: A qualified ATGS, ASM1 or Leadplane is on the scene; and has determined that visibility and other safety factors are suitable for dropping retardant; and notifies the appropriate Dispatcher of this determination.

| Sunrise | | Daylight Hours | Sunset | |
|-------------------------|------------------------|---|-------------------------|------------------------|
| 30 Minutes Before | 30 Minutes After | | 30 Minutes Before | 30 Minutes After |
| Supervision Required | | Agency Policy On Supervision Applies | Supervision Required | |

Single Engine Airtankers (SEATS)

A. Dispatchers need to be familiar with Northern Rockies (NR) Mob Guide Chapter 80.80.5 and the North Central Idaho Interagency Operations Guide for Single Engine Airtankers for aerial supervision of SEAT's.

B. The SEAT's in Grangeville, McCall and Coeur D' Alene are contracted by the State of Idaho and are State resources. These SEAT' s remain under the control of the State of Idaho.

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C. Responses for SEAT's under IDL orders shall not be delayed if an ATGS is not available. Refer to North Central Idaho Interagency Operations Guide for Single Engine Airtankers.

D. Responses for SEAT's on USFS fires shall not be delayed unless the aerial supervision in NR Mob Guide Chapter 80.80.5 guidelines cannot be met.

E. Single engine airtankers (SEATS) and helicopters and single engine airplanes are limited to flight during the official daylight hours. Daylight hours are defined as 30 minutes prior to official sunrise until 30 minutes following official sunset, and under visual flight rule conditions (FAR part 91.151 through 91.159). Daylight hours may be further limited at the discretion of the pilot, aviation manager, ATGS or Leadplane because of low visibility conditions caused by smoke, and/or shadows.

Refer to the Grangeville Interagency Dispatch Center Interagency
Mob Guide, Section 83

81.2 LEAD PLANES/AIR TACTICAL

Responsibility

Aviation operations on incidents are often conducted under extremely adverse flight conditions. Congested airspace, reduced visibility, adverse weather conditions, and mountainous terrain all add to the complexity of aircraft operations over an incident. Fire situations and/or fire complexities will dictate the level of supervision required to safely and effectively conduct aerial operations.

Refer to the Northern Rockies Mob Guide, Chapter 80

Forest Service Lead Plane Requirements

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Lead planes shall be ordered under the following conditions:

- A. Retardant drops in populated/congested areas always require the use of a lead plane.
- B. Retardant drops on an ongoing fire utilizing two or more heavy air tankers require the use of a lead plane when it is available.

C. Retardant drops on a complex fire with a variety of air resources that may be operating simultaneously (air tankers, smokejumper aircraft, and/or helicopters) require the use of a lead plane when it is available.

In the event there is a shortage of lead planes, the NRCC Coordinator will assess the fire situation and lead plane availability at the time, and assign priorities.

IDL Lead Plane Requirements

For IDL, a lead plane must be ordered, but aviation operations can proceed while waiting for the lead plane to arrive.

Lead Plane/Air Tactical Required

On Forest Service fires when using airtankers, either a lead plane or an air tactical group supervisor is required on scene during the period from 30 minutes prior to official sunrise to 30 minutes after official sunrise, and the period from 30 minutes prior to official sunset to 30 minutes after official sunset.

(Note: If the above periods and recourse requirements cannot be met, airtankers should not be dispatched)

In the event there is a shortage of lead planes and/or air tactical group supervisors, the NRCC Coordinator will assess the fire situation and lead plane availability at the time, and assign priorities.

For IDL fires, an ATGS should be ordered when there are two SEATs plus more than one additional tactical aircraft.

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Mission Supervision Over Incidents – This table summarizes aerial supervision over incidents.

| Incident Aerial Supervision Requirements | | |
|---|-------------------------------|-------------------------------|
| Situation | Lead/ATCO/ASM | ATGS |
| Airtanker not IA rated. | Required | |
| MAFFS | MAFFS Qualified LEAD/ASM | |
| When requested by airtanker, ATGS, Lead, ATCO, or ASM | Required | Required |
| Foreign Government airtankers. | Required if no ATGS | Required if no Lead/ATCO/ASM. |
| Multi-engine airtanker: Retardant drops conducted between 30 minutes prior to, and 30 minutes after sunrise, or 30 minutes prior to sunset to 30 minutes after sunset. | Required if no ATGS | Required if no Lead/ATCO/ASM. |
| Single engine airtanker (SEAT): SEATS are required to be "on the ground" by ½ hour after sunset. | See level 2 SEAT requirements | See level 2 SEAT requirements |
| Level 2 SEAT requirements: Level 2 rated SEAT operating over an incident with more than one other tactical aircraft on scene. | Required if no ATGS | Required if no Lead/ATCO/ASM. |
| Retardant drops in congested areas. | Order | May use if no Lead/ATCO/ASM |
| 4 or more airtankers assigned. | Order | Order |
| 2 or more helicopters with 2 or more airtankers over an incident. | Order | Order |
| Periods of marginal weather, poor visibility or turbulence. | Order | Order |
| 2 or more airtankers over an incident. | Order | Order if no Lead/ATCO/ASM. |
| Smokejumper or paracargo aircraft with 2 or more airtankers over an incident. | Order if no ATGS | Order if no Lead/ATCO/ASM. |
| Incident has two or more branches. | | Order |

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Note: Aerial Supervision Modules (ASM1) may act as either a Lead or ATGS depending on incident requirements.

- 1. Interagency Lead Plane Operations Guide (and Interagency Air Tactical Group Supervisors Guide (NFES 1393).**
- 2. Requires determination by ATGS or Lead that visibility and safety factors are suitable and dispatch has been notified of this determination.**
- 3. USFS FSM 5716.32 and Standards for Fire and Aviation Operations**
- 4. Both the ILOG and ATGS Guide reference ordering an ATGS only for these missions. FSM 5716.32 classifies these missions as complex. A LEAD and/or HLCO should be ordered as appropriate in addition to the ATGS.**
- 5. North Central Idaho Interagency Operations Guide for SEATs.**

Aerial Supervision Requirements

In order to maximize safety and efficiency, incidents with 3 or more aircraft over them should have aerial supervision. However, there are several federal/state policies in place which require aerial supervision based upon specific situations. See “Incident Aerial Supervision Requirements Chart” on previous page.

The IDL Area Duty Officer is encouraged to order an ATGS when multiple aircraft are being used on State of Idaho fires. The one exception is for incidents on the IDL Ponderosa FPD which **will** require the ordering of an ATGS when more than one type of aircraft is requested. This is intended to enhance safety due to aircraft often being dispatched from Coeur d’Alene Dispatch Center for the same incident.

**For ATGS requirements refer to Northern Rockies Mob Guide, Section 85.
For additional lead plane/ATGS requirements, refer to Northern Rockies Mob Guide, Section 85, and CDC Interagency Mob Guide, Section 86 and**

**the North Central Idaho Interagency Operations Guide for Single
Engine Air Tankers**

81.3 HELICOPTERS

81.3.1 CWN/Exclusive-Use Contract

There are various "Call When Needed" (CWN) helicopters available for the North Idaho Zone; refer to the Northern Rockies (NRCC) Mob Guide, Chapter 80 for contractors. Type 1 and Type 2 helicopters need to be ordered through NRCC; Type 3 helicopters are ordered as previously discussed.

The IDL has an IDL exclusive use Type 3 helicopter on contract from July 1 through mid-September stationed at Craigmont. The IDL also has a Type 2 helicopter on exclusive-use contract stationed at Coeur D'Alene (COE) during the summer, usually from around July 1st through mid-September. IDL will have six person booster helitack crews available during the season, based in Craigmont and Coeur D'Alene with the contract aircraft. IDL aircraft may be pre-positioned or moved at any time anywhere in the state. Both IDL helicopters will come with managers and the appropriate module configuration for the incident.

CPTPA has a helicopter stationed in Orofino that is commonly used for IDL fires. This resource will be ordered through Grangeville Dispatch. GVC will place the order with CPTPA for fill or kill.

The IDL/CPTPA exclusive use helicopter contracts for the aircraft listed above will come with Interagency carded equipment and pilots.

The Clearwater Nez Perce Fire Management Zone has two Exclusive Use high performance Type Three helicopters. Both helicopters are staffed with ten person Initial Attack/Helitack modules. One Bell 206 L-4 is stationed at the Musselshell Work Center from mid-July through late September and a Bell 206 L-4 is stationed at GAC from late June through late September. Both modules are fully staffed for Initial Attack/Extended Attack

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operations as well as helicopter support missions and project work. The standard configuration shall be a Helicopter Manager plus two Firefighters/Helitack with tools and a bucket.

81.3.2 Initial Attack Type 1 and Type 2

For IA only, local Type 1 and Type 2 helicopters may be utilized with the understanding that the Center Manager or Acting will notify NRCC as soon as possible regarding the IA use, and place an order through the system for a replacement helicopter. Helicopters ordered for IDL under the Northwest Compact must follow the ordering process set forth in the Northwest Compact.

81.3.3 Initial Attack Type 3

- For local initial attack fires the appropriate resource(s) will be used regardless of procurement agency,
and
- If an IDL Exclusive Use Helicopter is ordered, then consider ordering in a replacement CWN for support.

“Closest forces” is the key for all initial attack. If the IDL ship is busy or a long way away, use an Exclusive Use USFS or CWN until something more efficient or the IDL ship is available. All helicopters will be dispatched with a manager assigned.

81.3.4 Extended Attack Type 3

For extended attack fires use the appropriate resource(s) considering cost, fire conditions, and location, regardless of procurement agency. When appropriate, use protection-agency procured aircraft.

For project work, CWN or Exclusive Use helicopters will be used for Forest Service work and the IDL exclusive-use helicopter for most state projects.

81.3.5 IDL

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IDL CWN aircraft may or may not be carded for Interagency use. All IDL standard category helicopters **SHALL** be carded. IDL CWN aircraft **SHALL** have a pre-signed agreement and the appropriate liability insurance approved by the Bureau of Fire Management in Coeur d'Alene. Orders for these aircraft may go directly from IDL to the vendor or to the IDL Duty Officer. Dispatch **SHALL** be immediately notified of these orders when confirmation is received and the aircraft is actually available and headed to the incident.

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81.3.6 Managers

When utilizing helicopters for fires or project work, a helicopter manager will be ordered/assigned. The ordering unit may be able to furnish the manager; if not, one must be ordered. Depending on the complexity of the mission, additional crewmembers may also be required. If a CWN helicopter is to be used for initial attack, the manager must have an arduous fitness level. Check with the ordering unit to see if they are able to furnish the crewmembers needed. If not, order the appropriate number of crewmembers.

When utilizing an IDL helicopter, the ship will come with a manager and one or two helicopter crew members.

81.3.7 Fuel Trucks

The other consideration when helicopters are ordered is whether a fuel truck is needed. Check with the Helicopter Manager and the ordering unit; if in doubt, order the fuel truck, unless there is other Jet-A fuel available and the contractor agrees to an alternate arrangement.

81.4 SMOKEJUMPERS/AIR CARGO

Order smokejumpers and/or air cargo using the "RESOURCE ORDER-SMOKEJUMPER IA" form or ROSS. The form will be filled out with as much information available; make sure lat/long, air contact (if other aircraft in area), ground contact, and Air-to-Air and Air-to-Ground frequencies are entered and correct. This information can be obtained from the IAR and/or the Grangeville Interagency Dispatch Center Area Frequency Guide.

Route the resource order through the Aircraft Dispatcher. They will contact GAC or NRCC, who will request any additional information needs and give an ETA and a roster.

82 Aerial Detection

Duties/Responsibilities

Aerial Observers will be knowledgeable of the zones they patrol, operation of the aircraft GPS unit, aircraft radios, forest net radios, radio programming, frequencies used, and on what channels they can be found. They will have an adequate supply of the required forms, spare radio batteries, and maps of the areas they are going to patrol.

Before the flight, the Aerial Observer will obtain the following briefing package:

- copy of recent lightning map
- location of any TFRs
- district requests of areas to be flown
- any other aircraft in the area
- list of new and staffed fires

When flying within five miles of their respective boundaries, AOBS will notify Grangeville Interagency Dispatch Center of their intent to enter the boundary area and will notify the adjoining Dispatch Centers of their location and mission. All detection aircraft shall use a transponder code of 1255 while on all detection flights. Fire Traffic Area (FTA) protocol shall be utilized by the AOBS.

The AOBS shall not be used for any tactical role.

Observers are required to keep track of the pilot's time and inform dispatch when the pilot's flight/duty hours are getting short. He/she will also ensure any passengers aboard are authorized and have been cleared through the FAO or designee, usually Dispatch, prior to the flight taking place.

Detection/Communication

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During periods of multiple starts, Aerial Observers will record fires on the detection report form and immediately call Grangeville Interagency Dispatch Center with a size up before moving on to the next fire. Fire report should include location by landmark in addition to a latitude/longitude. During periods of high fire activity or multiple starts, it is recommended that an ATGS be utilized for prioritization and assessment of multiple fires or emerging incidents (Refer to the Redbook Chapter 17).

Any deviation from an established route shall be reported to Grangeville Interagency Dispatch Center immediately.

Before taxi, observers will give Grangeville Interagency Dispatch Center a "radio check" on the flight following frequency. They will inform Grangeville Interagency Dispatch Center of the names of any passengers, hours of fuel on board and aircraft number.

Observers will call again when airborne (after observing sterile cockpit protocol while departing airport) and, upon entering their dispatch zone, establish radio contact on the appropriate zone frequency. It is the observer's responsibility to check in on time. Make sure all radio transmissions are clear and concise. When leaving one dispatch zone and entering another, ensure the zone dispatchers are notified. Check in when switching fire districts, so that local units can monitor location and information. Flight following will occur on pre-assigned frequencies.

Keep all communications to a minimum.

If at any time radio communication cannot be established or is lost because of equipment failure, the patrol must be canceled or postponed. The airplane must return to base until the radio can be repaired or replaced and communications are restored.

Other Duties/Responsibilities: Aerial Observers will be available to assist in the Grangeville Interagency Dispatch Center or Ranger Districts as requested and available. The Aerial Observers will receive training and assignments to enhance their ability to support other roles.

83 FLIGHT FOLLOWING

Agency aircraft assigned to or traversing through the Grangeville Interagency Dispatch Center area shall require "flight following" until the

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aircraft has landed or are "passed off" to another area dispatch office. Aircraft switching their flight following to another Dispatch Center will first establish contact with the adjacent Dispatch Center prior to signing off with GVC. This is needed to ensure that the other Dispatch Center can be contacted and know they are to flight follow before terminating that service from GVC.

Automated Flight Following (AFF) is the preferred method of agency flight following. If the aircraft and flight following office have AFF capability, it shall be utilized. Periodic radio transmissions are acceptable when utilizing AFF.

AFF requirements and procedures can be found in section 24.3.1 of the Northern Rockies Mobilization Guide.

All agency aircraft will contact Grangeville Interagency Dispatch Center via radio stating they are airborne, number of passengers, fuel, ETE and their destination and/or direction. The GVC Aircraft dispatcher will respond and verify aircraft status on the AFF screen. Aircraft will maintain contact with Grangeville Interagency Dispatch Center on the appropriate zone frequency (north, west, or east zone) at all times.

The Aircraft Dispatcher will establish and accomplish all flight following until that person formally hands off flight following responsibilities for a specific aircraft to another dispatcher, Air Attack, or a "local" flight follower as in the case of a helicopter.

It is anticipated that a handoff of Tactical Aircraft to an IA Dispatcher will be the normal procedure. The form of this handoff and later return should be physical conveyance of the Tactical Aircraft Order form with the flight follow log documentation on the reverse and verbal communication of any relevant information such as the current radio frequency being used. The primary air-ground frequency will be noted on all aircraft resource orders.

The Aircraft Dispatcher will be responsible for flight following non-tactical aircraft missions and may request assistance from other dispatch personnel, depending on workloads. The Aircraft Dispatcher will continue to monitor workloads and frequency utilization and make necessary adjustments in coordination with the designated flight follower.

If there is a problem with AFF at any time during the flight, 15-minute radio check-in procedures will be resumed until the problem is resolved. At such a time, the dispatcher will prompt the aircraft for a position check. If there is no response, the dispatcher will continue to call for another 15 minutes. After reasonable effort to re-establish contact has failed and the

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second missed check in has passed (30 minutes), an aircraft search will be initiated. At this time the Aircraft Dispatcher and the Dispatch Coordinator on Duty would implement the Interagency Aviation Mishap Response Plan.

At any time, if radio contact cannot be established the pilot will abort the mission and return to the airport/helibase.

When the aircraft has completed the flight and landed, the pilot or flight manager (passenger, observer, Flight Manager, ATGS, etc.) shall contact the dispatch office via radio informing them that they have landed. If this cannot be accomplished before shutdown, an immediate phone call shall ensue.

CPTPA aircraft flying on IDL or USFS incidents will flight follow with Grangeville Interagency Dispatch. Flight following information **MUST** be communicated to CPTPA upon order of the aircraft.

In the Ponderosa Forest Protection Area, the southern boundary is defined by the Clearwater River. The use of aircraft in this boundary area may require that the aircraft utilize the airspace of both the Coeur D'Alene Interagency Dispatch Center and the Grangeville Interagency Dispatch Center. The two dispatch centers will consult and negotiate the management of aircraft missions in this area.

Communication and flexibility in flight following are key to safe and successful zone aviations operations.

83.1 VORs

Very High Frequency Omni Range, or VORs, are used when ordering aircraft. You can find the VOR by using the IAMS program or by using a compass, string, and map.

83.2 SUNRISE/SUNSET GUIDELINES

Limitations

Most air operations and single-engine aircraft are limited by sunrise/sunset. Forest Service and IDL policy states there will be no flying 30 minutes before sunrise and 30 minutes after sunset, with certain exceptions.

Sunset/Sunrise Charts

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Grangeville Interagency Dispatch Center will have a chart posted for the dispatch area. If you cannot locate one, ask the Logistics Supervisor. If you have access to the Internet, you can find a chart online at http://aa.usno.navy.mil/cgi-bin/aa_rstablew.pl.

83.3 AIRPORT GUIDES

Airport Information

There is a variety of ways to access airport information. The "Flight Guide", published by Airguide Publications, Inc., has three volumes, which divide the lower 48 states into the western, central and eastern states. The guide lists airports by name and identifier, gives the phone number, shows the runway layout, gives the lat/long, VOR, elevation, what VHF-AM frequency to tune in, types of fuel available, other services offered at or nearby the airport, and how to switch on the landing lights.

There is also a publication put out by NOAA called "Airport/Facility Directory". It has much the same information, plus lists the runway weight limits. Another tool is on the Internet at <http://www.airnav.com/airport>. This site will list the lat/long and airport identifier when a city name is entered. If you do not have access to either of these, you can call information for a specific city and ask for airports; you can then talk to the airport manager or, if the airport is too small to have a full time manager, you can contact the nearest dispatch center.

83.4 AM/FM FREQUENCIES

Aircraft use VHF – AM (Victor) for air-to-air communications. They use VHF – FM for air-to-ground communications.

The most commonly used AM frequencies in the Grangeville Interagency Dispatch Center's dispatch area are:

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| | |
|-----------------|---|
| 122.8000 | Grangeville CTAF |
| 122.9000 | To be monitored by all agency aircraft when able . Also used by back country airstrips. |
| 123.9750 | Airtanker base ramp communications |
| 121.5000 | ELTs (Emergency Locator Transponders). |
| 134.8250 | (Air – Air) Initial Attack Victor |

VHF-FM, or the FM band, is the one most commonly used to communicate between ground forces and aircraft.

There are usually pre-assigned frequencies for dispatch areas, project fires, and initial attack. These can be found in the communications plan, mob guides, or dispatch operating procedures.

The most commonly used FM frequencies in the Grangeville Interagency Dispatch Center's dispatch area are:

| | |
|--------------------------------------|---|
| 168.6500 110.9 Tone | Initial check in/out (National flight following frequency) |
| 164.8625 | Primary air-to-ground (East Zone) |
| 151.1450 TX Tone 100.0 | Primary air-to-ground (West/North Zones) |
| Order as needed | Secondary air-to-ground |
| 168.6250 110.9 Tone | " Air Guard " used for initial contact or emergencies only! |

Refer to the **GRANGEVILLE INTERAGENCY DISPATCH
CENTER Interagency Mob Guide**, Section 72.

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84 SAFETY

Refer to the **Interagency Standards for Fire and Aviation Operations (“The Redbook”)**, 17-3.

It is the dispatcher’s responsibility to ensure policy is adhered to when dispatching aircraft, receiving aircraft into your zone, and passing off aircraft into other zones. **Dispatchers shall be familiar with the direction set forth in Chapter 87.4 of the Northern Rockies Mobilization Guide regarding boundary air operations.** If the flight is within 5 miles of the border, dispatch will notify the neighboring dispatch offices.

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